

US BANK/STATE OF UTAH PURCHASING CARD APPLICATION

TYPE OF REQUEST

- ☐ New Account ☐ Plastic ☐ Non-Plastic
☐ Account Change

APPLICANT INFORMATION

First Name _____ MI _____

Last Name _____ Suffix _____

Social Security Number
(Required) _____

Department Name _____

Division Name (Embossed on Card) _____

Current Employment Mailing Address _____

City _____ Zip _____ - _____

Work Phone _____

Alternate Phone _____

Home Phone _____

(Please call (801) 537-9243 if any of the above information changes.)

ACCOUNT INFORMATION

Monthly Credit Limit _____

Single Transaction Limit _____

CHANGE OF ACCOUNT INFORMATION

Account Number _____

Current Name on Card _____

☐ Monthly Credit Limit Change To: \$ _____

☐ Single Transaction Limit Change To: \$ _____

☐ Account Closure Date _____

☐ Name Change To: _____

☐ Accounting Code Information ☐ Clearing ☐ FINET ☐ Both
(Please indicate changes in column 2 of this form.)

☐ Employment Address Change
Former Address: _____

☐ Phone Number Change ☐ Work ☐ Alternate ☐ Home

☐ Other, Explain:

SITE COORDINATOR INFORMATION

Site Coordinator Full Name _____

Department Name _____

Division Name _____

Employment Mailing Address

(List if different than applicant's address. All cards will be sent to the site coordinator.)

City _____ Zip _____ - _____

Work Phone _____

Alternate Phone _____

ACCOUNTING INFORMATION (To be filled out by Site Coordinator.)

CLEARING ACCOUNT INFORMATION

Fund _____
Agency _____
Org _____
Approp _____
Object _____
Activity _____
Category _____
Project _____

FINET & Paper Reports Coding

Fund _____
Agency _____
Org _____ Sub _____
Approp _____
Object _____
Activity _____
Category _____
Project _____

AUTHORIZATION

Applicant Signature _____ Date _____

Applicant Manager Signature _____ Date _____

Site Coordinator Signature _____ Date _____

ePurchasing Office Use Only

Date Application Received _____

Date Application Entered _____

New Account Number _____

Date Authorization Form Returned _____

Date Card Received _____

Date Card Distributed _____

Date of Change _____

State of Utah
Purchasing Card

03645
State Contract
Number

35587
State
Number

